

VSH Governing Body Meeting Minutes

January 16, 2008

1:30 to 3:30 pm

Medical Director's Office

Type of meeting: Oversight

Facilitator: Beth Tanzman, Deputy Commissioner of Mental Health

Note taker: Denise McCarty

Governing Body Members: Dr. William McMains; Patrick Flood (Designee for Secretary Cindy LaWare) (early departure from meeting); Ann Moore (President of NAMI-VT); Butch Alexander; Terry Rowe; Dr. Tom Simpatico

Attendees: Jessica Oski, Scott Perry

Michael Sabourin, Jackie Lyman

AGENDA TOPICS: REVIEW AND APPROVAL OF MINUTES; EXECUTIVE DIRECTOR'S REPORT; QUALITY MANAGEMENT REPORT; MEDICAL DIRECTOR'S REPORT; OTHER BUSINESS; PUBLIC COMMENT

NOTE: Due to time constraints of some of the committee members, the agenda was re-arranged to move items that needed a quorum vote to the beginning before members needed to leave early.

Discussed: The committee reviewed the minutes from the December 19th meeting. Butch Alexander motioned to accept the minutes. Ann Moore seconded the motion. The committee voted to accept the minutes, all in favor. Motion to accept the minutes passed unanimously.

There was a public comment suggesting that the December minutes should reflect that there was no special meeting of the Governing Body members to approve additional physician credentialing since the last meeting. Since the December minutes were already approved, the January minutes will reflect this correction that no phone call was placed or needed between meetings to accept/activate credentialing since the last Governing Body meeting.

Conclusion: The December meeting minutes were approved.

Action: BA motioned and AM seconded the motion

Person Responsible: BA and AM

Due Date: n/a

Discussed: Physician Credentialing

Dr. Simpatico discussed the on-call coverage positions. We have 15 on-call coverage slots. The Dartmouth physicians malpractice insurance does not extend to work done at Vermont State Hospital so we now have part-time malpractice insurance to cover all on-call docs when they work here. The additional pool of doctors would allow flexibility with arranging for coverage. The committee circulated the credentialing packet for Nauman Ahmad. Ann Moore made a motion to accept the credentialing packet of Nauman Ahmad and Patrick Flood seconded the motion. The committee voted, all in favor. Motion passed unanimously.

Conclusion: The credentialing packet of Dr. Nauman Ahmad was approved by the Governing Body Members.

Action: AM motioned to accept the credentialing packet and PF seconded the motion. Motion passed unanimously.

Person Responsible: AM and PF

Due Date: n/a

Discussed: VSH Medication Policy

Jessica Oski reviewed the policy with the committee members. The committee made a minor change. William McMains made a motion to accept the Medication Policy. Ann Moore seconded the motion. The committee voted on the motion, all in favor. Motion passed unanimously.

Conclusions: The VSH Medication Policy was approved by the Governing Body.

Action: WM motioned to accept the Medication Policy and AM seconded the motion, motion passed unanimously.

Person responsible: WM and AM

Due Date: n/a

Discussed: Executive Director's Report with Terry Rowe

To comply with the Department of Justice's requirements of giving patients off unit psycho-social rehabilitation, the Vermont State Hospital will

under go a renovation to create a secure area where patients could attend off unit rehabilitative programming. TR reviewed the current floor plan at VSH and explained where patients currently must travel to attend programs. She also reviewed the renovation plans for the second floor of the Dale building and where staff would be relocated. The renovations would be the best course of action and the cheapest way to provide off-unit programming to the patients and allow for secure passage way to attend. TR indicated the renovations would costs approximately \$150,000 with BGS contributing \$40,000.00. Discussion followed. WM voiced concerns about overtaking the space in the library for executive offices when the library has a long history of providing quiet space for the patients to be. Public comment: How would the functionality of the library be replaced? AM and PF commented that if the renovations are done in the best interest of the patients, they supported the renovations. Discussion followed.

TR will be bringing Joint Commission accreditation information about leadership to the February Governing Body Meeting. We do not know who the JC reviewers will be yet. BA suggested that once we know who the reviewers are it would be helpful to find out where they have completed other hospital reviews and what they have focused on. BA said that he could help with this research.

(End of Executive Director's Report)

Discussed: Medical Director's Report with Dr. Tom Simpatico

Dr. Simpatico informed the committee that arrangements were being made to hire a Locum Tenen doctor (temp doctor) to fill in for Dr. Duncan's leave of absence for approximately 4 to 6 weeks. Dr. Duncan's leave of absence is yet to be determined.

VSH is preparing for Joint Commission accreditation in the next few months. TS is working on revising the Medical Bylaws before our review.

VSH Administration is drafting a medical clearance document that will provide a more general protocol for accepting patients between VSH and Corrections. This document will be used collaboratively with other hospitals. The document is still in draft form but should be finalized soon.

(End of Medical Director's Report)

Discussed: Quality Management Report with Scott Perry

Scott Perry reviewed patient injuries data (see handout for more detailed information regarding the statistics below).

Patient injury - During December, 20 Patient Event/Injury reports were submitted, 3 of these were reports of injury. The 3 reports of injury were considered minor.

Employee injury - During December, 23 Employee Event reports were submitted and seventeen were reports of injury and all injuries were considered minor.

Variance Reports - During December, 33 Variance Reports were filed. Fourteen variances were reports that work orders to BGS were submitted, or that work orders should have been submitted. Seven writers reported variations in employee behaviors, as in doors left unlocked, a flashlight found to be missing, and a patient not having been taken to the Treatment Mall. Five variances were reports that pertained to patient behaviors, for example, patient did not return to the unit from his job at the Canteen when expected, and patients found with personal items that could be considered contraband. The remainder of the variance reports covered a range of topics and followed no particular pattern. No concerning patterns or trends were noted in the variance reports during December.

Patient Grievances – During December, three Patient Grievances were submitted and reviewed, and responses were provided to the patients

involved.

Scott Perry also provided statistical information about restraints and seclusions on each unit and episodes of emergency involuntary medication. Handouts were given and the information was reviewed and discussed. BA commented that he was very pleased to see this information available and that it was very useful.

VSH and VP&A are working together to create a training curriculum for VSH staff.

Scott will bring the CON Audit report to the February Governing Body Meeting. The CON Audit is a report tracking the performance and processes of CON incidents and documentation of them.

(End of Quality Management Report)

Discussed: Public Comment

A question was raised about if there have been incidents of patients doing self harm to themselves which led to emergency involuntary procedures. A question was also asked: Is it true that the time that patients are locked out of their rooms has been extended to five hours? TR reviewed the patients schedule and patients are out of their rooms up to 4 hours a day but that the 4 hours are broken up over the course of a day.

WM motioned to adjourn the meeting and AM seconded the motion. All in favor. Meeting adjourned.

Meeting adjourned at 3:05 pm. The next Governing Body meeting will be on **February 20th at 1:30 pm.**

Respectfully submitted,

Denise McCarty
Minute Taker